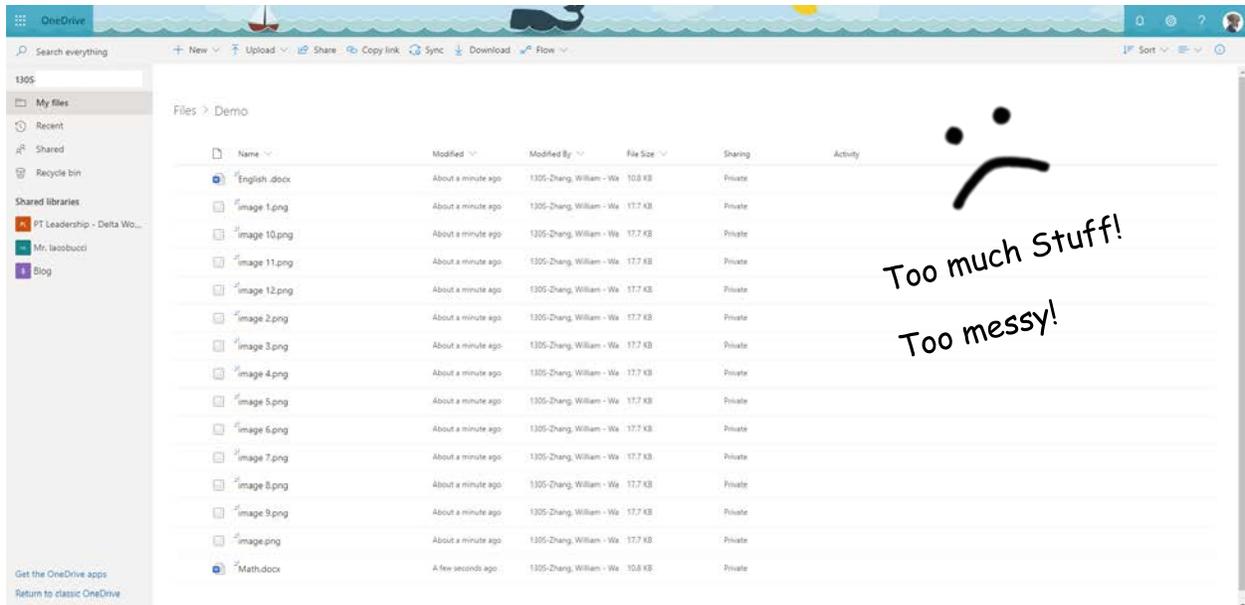# How to Organize your Files in OneDrive:

As you can see There are currently a lot of files in my folder. To help with finding what I want in the future where it will become even more clustered it is best to sort all your files into **Folders.**

How to make a folder:

1. Click the "New" tab in the header
2. Select "Folder"
3. Name your folder (Generally what type of things you are going to put in it ex: "English 11")
4. The folder should appear as you name it
5. Start dragging items into the folder (Go to Quick select for shortcuts)
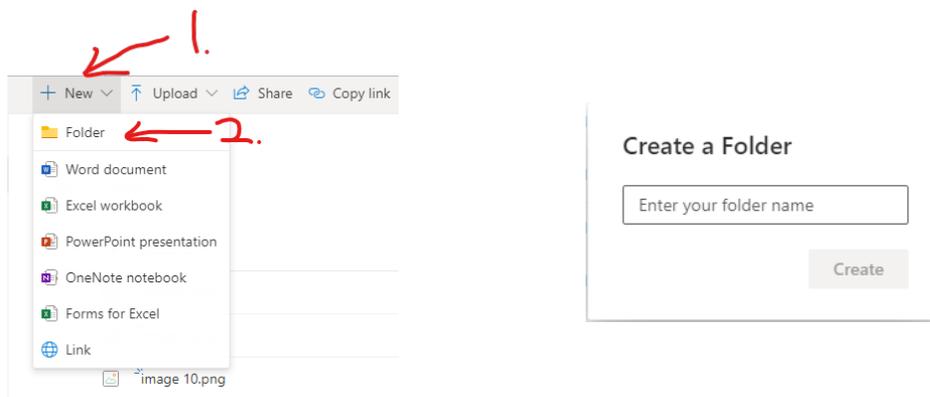
You can also make "Sub-folders" (Folders within folders) to further organize your items. (ex: Unit1, Unit 2, …)

If you want to rename a folder then all you have to do is:

1. Right click the folder you want to rename
2. Click on "rename"
3. Change to the new name you want the folder to be.

Everything will still be in the folder as only the name changed. CLICK HERE for an example.

Quick select:

To put items into a folder quickly one can select multiple files quickly using these methods:

- **Mega Shift List Select ™ -** This method selects everything between the first file you click on and the last file you click on.
    1. Select the first file
    2. Hold down "Shift" on your keyboard
    3. While holding Shift click on the last item of the list

- **Supreme Ctrl Multiselect ™** - This lets you select multiple files at once. This also works after you already selected other files.
    1. Select the first file
    2. Hold down "Ctrl" on your keyboard
    3. While holding down Ctrl, click on any number of items you want to select

You can combine both techniques of the **Mega Shift List Select ™** and the **Supreme Ctrl Multiselect ™** to select multiple lists making the . . .

- **Ultra Ctrl Shift Multi-Slide-Select ™**
    1. Select the first files with the **Mega Shift List Select ™**
    2. Hold down Ctrl
    3. Select the "first file"
    4. In addition to holding Ctrl also hold down Shift
    5. Select the end file
    6. You can do steps 2-5 as many times as you need to.